

TERMS OF REFERENCE(TOR) FOR CONSULTANT FOR DATA ENTRY AND VERIFICATION

I. Background

The Republic of Serbia and the International Bank for Reconstruction and Development (Hereinafter: IBRD) concluded the Loan Agreement (Hereinafter: LA) for the Second Real Estate Management Project in Serbia (Hereinafter: The Project), signed by the two parties on August 21st, 2024 and ratified by the Parliament of the Republic of Serbia in its session on November 27th, 2024 (“Official Gazette RS – International Agreements”, No 9/2024 of December 3rd, 2024).

The Law on State Surveys and Cadastre (LSSC, October 2023) with appropriate amendments provides a solid foundation for the project. A viable single agency, the Serbian Republic Geodetic Authority (RGZ), is implementing the LSSC. A Project Council and Project Steering Committee are supervising the Project implementation.

The Project consists of four components: (A) Implementation of the Property Mass Valuation System; (B) Integration of Information Systems and the NSDI Services Development; and (C) Institutional Improvement, RGA Sustainability and Project Management.

The Project Development Objectives are to improve the transparency, accessibility, and reliability of Serbia’s real property management systems.

A full description of the Project is provided in the document “Project Appraisal Document” (PAD) and Loan Agreement (LA). The PAD is considered as a part of the necessary background materials to be understood by Consultants.

Implementation is entrusted to the Project Implementation Unit (Hereinafter: PIU) of the Republic Geodetic Authority (Hereinafter: RGA).

II. Objective

Component A (Implementation of the Property Mass Valuation System) of the Project aims to:

Support to Mass Valuation for Residential and Non-Residential Properties will finance:

- a) the development of mass valuation models for non-residential properties in Serbia;
- b) the national rollout of mass valuation models already developed for residential properties for the majority of Serbia’s population;
- c) the development of an information system for mass property valuation; and
- d) the creation of a residential property index that includes all types of residential property, with sub-indexes for different types.

Sub-Component A.2: Building Register Advancement will finance

- e) the development of a Building Register module as part of ISREC;
- f) establishment of a central database;
- g) migration of data from the existing Building Register and from other external data sources;
- h) integration of the Building Register with the information system for mass property valuation and GeoSrbija;
- i) the acquisition of very high-resolution satellite imagery and climate-related data;
- j) creation of a digital orthophoto and processing of its data;
- k) updates to the Building Register’s Registry of Established Changes to Constructions; and
- l) consulting services to assess the options for automating and obtaining of data from external sources, quality assurance and quality control during software development and the development of a long-term sustainable model for the maintenance of the Building Register and the information system for the mass property valuation system.

Objective of this TOR is to support component A through continuous input of data to the sales price register, input of additional data on real estate and verification of data in the sales price register.

III. Scope of work and tasks

There are near 33.000 backlog contracts (as of December 12, 2024), with more coming in. All contracts are received in the pdf image format (scanned documents). In addition to input of data from the contracts, there is a need to search for additional data on property from other available relevant sources and entered in the database using the Property Price Register Application. Data for registration is:

- Basic contract data (date, price, seller, buyer, real estate);
- Additional/qualitative data (defined by Rule book); and

The Consultant is responsible for entering of all data from the property conveyance contract defined by the Instruction for Data Input that are submitted regularly and for simultaneous acquisition of additional/qualitative data for registration in the Property Price Register.

After the implementation of partial automation of the contract data input from the contracts in the Property Price Register, the Consultant will be responsible for control of all data, correction of errors and adding data from different sources.

Additionally, the Consultant is in charge of field verification of data from the contract and other sources of information by inspecting satellite imagery or if necessary, in another appropriate manner.

Working conditions:

The Consultant shall work full time within the RGA premises. The location will be agreed during an interview. The RGA will provide office space and all necessary equipment.

IV. Work Products / Deliverables

The products resulting from the work to be performed by the Consultant include:

- a) Continuous input of property conveyance contracts data (daily norm of 35 contracts entered or 60 properties entered; the norm may be amended by the manager subject to the workload);
- b) After the implementation of partial automation, the norms will be defined in line with the new process testing results;
- c) Input of additional valuation data for contracts entered into the Property Price Register.

Work products will be evaluated by the Head of Department for Property Mass Valuation from the RGA based on the report generated by the software and reports of employees performing data verification and proposal.

V. Professional Expertise Required

The consultant must possess the following qualifications:

Minimum requirements

- a) High School degree (Geodesy, Technical, Economy or similar) ;
- b) Computer skills including MS Office and Web browsers.

Advantages

- c) Faculty or College;
- d) Experience with data entry into Sales Price Register or experience in Real Estate Cadastre/Digital cadastral map establishment/maintenance;
- e) Experience in property valuation;
- f) Knowledge of local property market.

Selection

A Consultant will be selected under the Direct Selection method for Individual Consultants as set out in the World Bank's "Procurement Regulations for IPF Borrowers" (September 2023).

The salary level shall be defined as an outcome of negotiations between the Client and Consultant with a view to the budget allocation for the position.

The contract shall be signed for the period of one year with possibility to be extended but no longer than the life of the Project. The contract will also define the price adjustment clause considering that the contract shall cover a period longer than 18 months. Annual salary adjustment (for contracts

longer than 18 months) will be made based on the formula agreed with the Bank which may rely on the living cost increase according to the official statistical data from the relevant source, as may be agreed with the Bank. The first adjusted remuneration rate will become effective from the 13th month and, from then on, the rate will be adjusted every 12 months.

VI. Reporting

The Consultant will report to the Unit Coordinator designated by the Head of Department for Property Mass Valuation from the RGA on a monthly basis.

VII. Resources

The Consultant will be provided with all reasonable office space, office furniture and equipment to undertake the tasks assigned.